

**Phoenix Program
Process Definition – Purchasing Module**

Process	<i>Receive with Purchase Order</i>
Process Number	<i>PO – 020</i> Previously Revised 3/24/99, 4/30/99 Latest Revision 8/22/00.

Description of Process

This process is used to record receipt data when items included on purchase orders are delivered to the agency.

Input to Process

Bill of lading, packing list

Output of Process

Receiver, Receiving Report, Receipt Delivery Report

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Record receipt of goods	Receive Shipments

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Goods or services delivered to Agency. Bill of lading, packing list, or invoice (for services) is provided to agency receiving personnel.	Vendor
Step 2: Navigate to the Receive Shipments menu (Go, Administer Procurement, Receive Shipments)	Agency Receiver
<p>Step 3: Print receiving report listing PO items (Report, Print Receipt Form, Update/Display)</p> <p>Click OK for Run Control listing.</p> <p>Double click on Receipt Form run control name.</p> <p>On the Print Receipt Record panel, enter the business unit and the PO ID number.</p> <p>Click the run icon.</p> <p>On the Process Scheduler Request, select "Server" as the Run Location, and "PSUNX" as the "Server Name". Select "File" as the Output Destination, and in the "File Name" field key "/tmp/ +P-d" immediately followed by the appropriate printer name.</p> <p>Click OK.</p>	Agency Receiver
<p>Step 4: Verify received items and record actual amounts received on the printed Receipt Form.</p> <p>Note and record any discrepancies between packing list and quantities verified. Report discrepancies according to agency procedures.</p>	Agency Receiver
<p>Step 5: Deliver goods to requestor. Have them sign and date the Receipt Form in the "Accepted by" space.</p> <p>Return the Receipt Form to the person responsible for keying receipt data into PeopleSoft.</p>	Agency Receiver
<p>Step 6: After signed Receipt Form is returned to receiving, enter the receipt data into PeopleSoft.</p> <p>Navigate to "Receipt Items" panel (Use, Receive with Purchase Order, Receipt Items, Add).</p> <p>Enter the business unit in the dialog box that displays, and click OK.</p> <p>On the "Receipt Items" panel, key the Bill of Lading (optional), and press the "Select PO" button.</p>	Agency Receiver
<p>Step 7: On the "Pick PO" panel, key PO number or other selection criteria and press the "Fetch" button.</p> <p>Click on the checkbox beside all line items received, and press the "OK" button.</p>	Agency Receiver

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<p>Step 8: On the "Receipt Items" panel, key the packing list number (optional), and "Receipt Quantity" and "Accept Quantity" for each line item. The "Receipt" and "Accept" quantity should always be the same. If items are not accepted, then only enter the quantity accepted in both fields. Otherwise, problems occur if the two quantities differ.</p> <p>If all items received are not acceptable for a line item, click on the chevrons to the right of the line item. The "Return Materials Authorization" panel will display. Enter the rejected quantity, reason code, action code, and RMA number if known. Click OK.</p> <p>NOTE: The initial "Receipt Quantity" displayed will be the remaining quantity yet to be received for each line on the order.</p>	Agency Receiver
<p>Step 9: Dispatch Receiving Report - Navigate to Receipt Delivery (Report, Receipt Delivery, Update/Display).</p> <p>Click OK for Run Control listing.</p> <p>Double click on Receipt Delivery run control name.</p> <p>On the Receipt Delivery panel, enter the business unit and receiver number.</p> <p>Click the run icon.</p> <p>On the Process Scheduler Request, select "Client" as the Run Location, and "Window" as the Output Destination. Click OK.</p> <p>The Receipt Delivery is a Crystal report, and will display on the screen. Click the "Printer" icon at the top of the screen.</p> <p>The Receipt Delivery will print to the local printer.</p> <p>Attach the Receipt Delivery report to the Receipt Form initially printed.</p>	Agency Receiver
Step 11: Route Receipts per agency procedures.	As assigned by Agency
Step 12: File Receipts per agency procedures.	As assigned by Agency
NOTE: If a subsequent shipment is received on the same PO, create a new receiver to record the receipt. Do not modify the original receiver to include the new shipment.	

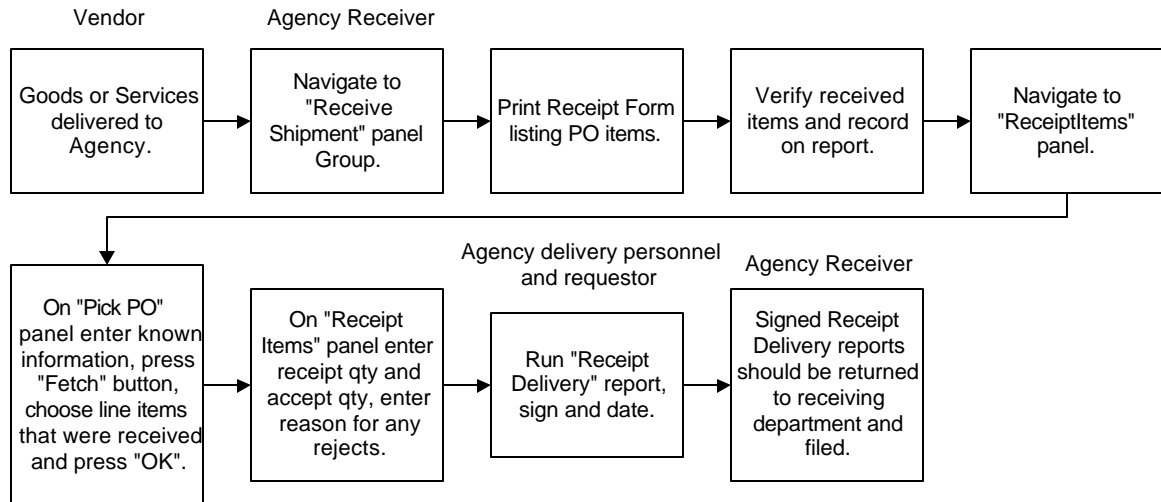
Forms Used with Process (#)

**Attach sample form(s)

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Process Flow Diagram (if appropriate):



APPROVAL FORM

<i>SIGNER</i>	<i>ROLE</i>	<i>DATE</i>
<i>Rick Housworth</i>	<i>DOAS Project Lead</i>	<i>3/1/99</i>

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